

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT EMPLOYEE UNIFORMS	EFFECTIVE DATE 11/18/2002	NUMBER 02.03.103
	SUPERSEDES 02.03.103 (02/21/00)	
	AUTHORITY MCL 791.203; 791.206	
	ACA STANDARDS NONE	
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**POLICY STATEMENT:**

Employee uniforms, including accouterments and insignia, shall be issued and worn in accordance with this policy to ensure Department staff maintain a consistent professional appearance.

**RELATED POLICY:**

02.03.104 Grooming Regulations – Employees

**POLICY:**

GENERAL INFORMATION

- A. Exclusively represented employees shall be governed by their collective bargaining unit agreement where in conflict with this policy.
- B. This policy does not apply to employees of the Special Alternative Incarceration Program (SAI). Uniform requirements for SAI employees are set forth in PD 02.03.121 "Special Alternative Incarceration Program - Employee Uniforms".
- C. The Director or designee shall appoint a Uniform Committee to recommend the kinds and types of uniform items to be authorized pursuant to this policy, except as set forth in Paragraph K.
- D. The appropriate Deputy Director may issue an implementation schedule for full implementation of any uniform requirement set forth in this policy. The schedule may require that existing stock of uniform items be exhausted prior to issuing new items authorized by this policy.
- E. Supervisory staff shall be responsible for ensuring that employees wear uniform items as required by this policy. This shall include a shift commander inspection during roll call of those required to wear the corrections officer uniform. The Correctional Facilities Administration (CFA) Deputy Director shall develop standards to be used for such inspections in CFA.
- F. Employees shall wear uniform items only in the performance of their official duties, during travel directly to and from their work site, and, with supervisory approval, when representing the Department in their official capacity. Employees are prohibited from wearing a uniform item which has a Department insignia while in any establishment which serves alcohol on the premises except when representing the Department in their official capacity. Employees shall not purchase or consume alcoholic beverages while wearing a uniform item which has a Department insignia.
- G. Employees required to wear a uniform shall wear only authorized items while on duty. Clothing worn under uniform items (e.g., thermal underwear, personal undergarments, t-shirt), must not be visible, except that a white t-shirt may be visible at the collar only. In addition, an employee required to wear a corrections officer or transportation staff uniform may wear a black turtleneck or t-shirt under the uniform shirt if visible at the collar only.
- H. Employees wearing uniforms shall be permitted to wear badges, ribbon bars, lapel pins, service pins, rank insignia bars and medals only if issued by the Department. Ribbon bars, lapel pins and service

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pins issued pursuant to PD 02.01.130 "Employee Recognition Awards" shall be worn as set forth in that policy. In addition, health care staff may wear official pins or badges that represent attainment of a degree, diploma or certificate in the health field. Employees who are exclusively represented by a collective bargaining unit also may wear authorized pins and insignia in accordance with that collective bargaining unit's agreement.

- I. Name tags shall be worn at all times by all staff employed at a correctional facility while on duty. The tags shall be worn on the right shirt pocket or, if there is no right shirt pocket, approximately four inches below the shoulder. Wardens, the Field Operations Administration (FOA) Deputy Director, the Administrator of the Office of Policy and Hearings, and Bureau of Health Care Services (BHCS) Regional Administrators shall ensure each of their employees who are employed at a correctional facility receives four name tags to provide for an immediate replacement if a tag is lost or damaged. Additional name tags shall be provided only at the employee's expense, unless otherwise approved by the Warden, FOA Deputy Director, Hearings Administrator, or BHCS Regional Health Administrator, as appropriate.
- J. Failure to wear required uniform items, wearing uniform items in an unauthorized or inappropriate manner, or wearing unauthorized uniform items while on duty, may result in discipline, as set forth in PD 02.03.100 "Employee Discipline".

#### AUTHORIZED UNIFORMS

- K. The CFA Deputy Director may identify the uniform to be worn by employees assigned to a special program or project (e.g., Emergency Response Team).
- L. Employees identified in the following attachments are either required or permitted to wear the corresponding uniform items; however, an item is not required to be worn by an employee who has been authorized to wear an alternate item pursuant to PD 02.06.101 "Disabled Employees and Job Applicants":
  - 1. Attachment A - Corrections Officers
  - 2. Attachment B - Inspectors, Captains, Lieutenants and Sergeants
  - 3. Attachment C - CFA Transportation Staff
  - 4. Attachment D - Public Works Supervisors
  - 5. Attachment E - Other Staff (Excluding Health Care)
  - 6. Attachment F - Health Care Staff
- M. Only those employees authorized by this policy to wear uniforms shall be permitted to wear uniform items. Uniform items shall be worn only by the employee to whom they are issued.

#### Maternity Clothing

- N. Maternity clothing, as identified on the attachments to this policy, shall be issued as needed to female employees required to wear a uniform. Such clothing shall be returned when it is no longer needed.

#### Inclement Weather Clothing

- O. Items identified for inclement weather on Attachment A shall be issued to CFA employees who are required to wear a corrections officer uniform and are regularly assigned to the following positions, including as regular relief, as indicated on the Custodial Staff Assignment form (CAJ-176):

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1. Yard Control
  2. Rover
  3. Vehicle Sallyport
  4. Prisoner Store
  5. Transportation
- P. Wardens and FOA Regional Administrators may authorize inclement weather clothing identified in Attachment A to be issued to any employee regularly assigned to a position with outdoor work responsibilities.
- Q. An employee issued inclement weather clothing pursuant to Paragraph O or P shall be permitted to keep the clothing as long as s/he is regularly assigned to an assignment at that facility for which such clothing is authorized.
- R. Employees assigned on an intermittent or occasional basis to assignments authorized to be issued inclement weather clothing shall be issued such clothing at the beginning of each shift. Such clothing shall be returned at the end of each shift. Wardens and FOA Regional Administrators shall ensure sufficient clothing is available for such staff by purchasing 15% more than is otherwise required.

#### PURCHASE OF UNIFORMS

- S. When available, uniforms shall be purchased from Michigan State Industries (MSI), Administration and Programs. Uniform items not available from MSI or through other existing state-wide contracts shall be purchased in accordance with Department of Management and Budget (DMB) guidelines and facility procurement procedures.
- T. Uniform items identified on the attachments to this policy as being required shall be issued to employees at Department expense, unless indicated otherwise. Items identified as optional shall be issued only if requested by the employee. Employees may purchase additional authorized uniform items at their own expense from the facility at cost.

#### ISSUANCE OF UNIFORMS

- U. The Demarse Training Academy shall be responsible for the initial issue of all required uniform items for new corrections officers. Additional required uniform items for new corrections officers may be issued by the Demarse Training Academy as approved by the Administrator of the Office of Training and Recruitment, Bureau of Human Resources, or designee. Each Warden, FOA Regional Administrator and BHCS Regional Health Administrator shall ensure all other uniform items are issued to his/her staff in accordance with this policy.

#### CLEANING, REPAIR AND REPLACEMENT OF UNIFORMS

- V. It is the responsibility of each employee to maintain a clean and professional appearance at all times. Necessary dry cleaning and laundry service for uniforms shall be provided or paid for by the Department in accordance with collective bargaining unit agreements and Civil Service Commission rules. Dry cleaning and laundry service for other than full-time employees shall be paid for on a prorated basis.
- W. Uniform items for exclusively represented employees shall be replaced or repaired in accordance with the appropriate collective bargaining unit agreement. Uniform items for employees not exclusively represented by a collective bargaining unit, or whose collective bargaining unit agreement does not address uniform replacement or repair, shall be replaced or repaired as needed, as determined by the

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appropriate Warden, FOA Regional Administrator or BHCS Regional Health Administrator.

#### RETURN AND DISPOSAL OF UNIFORMS

- X. All uniform items issued to an employee, including additional items purchased at his/her own expense which have a Department insignia, must be returned to the Department. Such items shall be returned when an employee is issued a replacement item, permanently transfers to a position not required to wear the uniform s/he has been issued or leaves Department employment. Maternity clothing issued pursuant to Paragraph N and inclement weather clothing issued pursuant to Paragraphs O or P also shall be returned as indicated in this policy.
- Y. After removal of all insignia, returned uniform items which cannot be reissued shall be disposed of in accordance with the DMB regulations. Wardens and FOA Regional Administrators shall ensure that insignia which cannot be reused are disposed of in a manner that will protect against unauthorized use.

#### OPERATING PROCEDURES

- Z. Wardens, the FOA Deputy Director and the BHCS Administrator shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive. This shall be completed within 60 calendar days after the effective date of the policy directive. This includes ensure their existing procedures are revised or rescinded, as appropriate, if they are inconsistent with policy requirements or no longer needed.

#### AUDIT ELEMENTS

- AA. A Primary Audit Elements List has been developed and will be provided to Wardens, FOA Regional Administrators and BHCS Regional Health Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

WSO:OPH:10/08/02

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## ATTACHMENT A

### CORRECTIONS OFFICERS

The following clothing items constitute a corrections officer uniform and shall be worn by each corrections officer while on duty, except that items identified by an asterisk (\*) may be worn at employee's choice. However, an item is not required to be worn by an employee who has been authorized to wear an alternate item pursuant to PD 02.06.101 "Employees and Job Applicants with Disabilities".

An employee may choose to wear a United States flag patch approved by the Director or designee on a jacket, coat, and/or sweater issued to the employee for his/her regular assignment; however, the patch must be purchased at the employee's expense and worn in the same manner as set forth in this attachment for shirts.

#### **SHIRT (INITIAL ISSUE: 6 - EMPLOYEE MAY CHOOSE EITHER LONG OR SHORT SLEEVE)**

MSI 0720(Men's short sleeve), 0721(Men's long sleeve), 0723(Women's short sleeve), 0724(Women's long sleeve): Gray; military-style; full length button front; 2 outside breast pockets with functional scalloped flaps; leaf and stand collar; button-through shoulder tabs; Department patch on the top of left sleeve; double yoke on back. A United States flag patch shall be centered one inch from the top seam of right sleeve with the stripes on the left and the union on the right ("reverse flag"); however, until November 1, 2007, staff may continue to wear a previously purchased/issued flag patch which has the union on the left. Employees who are unable to wear a flag due to their religious beliefs are not required to wear a flag patch.

#### **PANTS (INITIAL ISSUE: 6)**

MSI 0725; 0727: Black; 2 straight-cut hip pockets; plain front; 2 top-stitched pockets; no pleats or elastic waist; no "peg" on the leg or baggy seat; tab/button closure on left rear pocket.

**NOTE:** Employees who were issued 4 pairs prior to the effective date of this policy shall not be provided an additional 2 pairs.

**NOTE:** MSI is preferred vendor; however, employees may purchase pants at their own expense provided the pants are black, of a comparable style and have no visible brand name labels.

#### **BELT (INITIAL ISSUE: 1)**

MSI 2493; 2494 (to be phased out by attrition): Black; 1 to 2 inches in width with 1-3/4 x 12 inch plain silver buckle.

#### **\* WINTER JACKET (INITIAL ISSUE: 1)**

MSI R702: Black; fingertip length; removable taslon nylon hood with waterproof membrane and THL 200 weight Thinsulate lining with a 70 denier nylon liner; 26-inch heavy-duty 2-way molded plastic zipper with inside storm flap; 12-inch side zippers with tabs; knit cuffs and epaulets; inner drawstring; two inside breast pockets; two outside breast pockets; two double hand warmer pockets at the hip; Department patch on the top of left sleeve; silver buttons on epaulets and pocket flaps.

**OR**

MSI R712: Black; waist length with taslon nylon removable hood, with waterproof membrane and THL 200 weight Thinsulate lining with 70 denier nylon liner; 22-inch heavy duty molded plastic front zipper with inside storm flap; knit cuffs and epaulets; two inside breast pockets; two outer pockets; inset pockets at waist; Department patch on the top of left sleeve; silver buttons on epaulets and pocket flaps.

#### **\* SUMMER JACKET (INITIAL ISSUE: 1)**

MSI 0788: Black; fingertip length rainsuit jacket with "Corrections" printed in white across back shoulders; 2 front patch pockets; full-zippered front; attached hood concealed in collar; Department patch on the top of left sleeve.

**NOTE:** Employees who have requested and been issued another summer jacket may request a rainsuit jacket as a replacement in accordance with this policy.

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## ATTACHMENT A - continued

### CORRECTIONS OFFICERS

#### **\*SWEATER (INITIAL ISSUE: 1)**

Black; zipper front style; wool or acrylic; non-rib/plain construction throughout with a straight body and set-in sleeves; durable cloth patches to reinforce shoulders and elbows; cuffs and waistband to be approximately 4 inches wide; Department patch on the top of left sleeve.

**OR**

Black; pullover style; wool or acrylic; 2-inch x 2-inch rib construction throughout; v-neck with a straight body and set-in sleeves; durable cloth patches to reinforce shoulders and elbows; body and sleeve welts shall be knit with a non-raveling edge; Department patch on the top of left sleeve.

#### **\*UNIFORM VEST (INITIAL ISSUE: 1 - FEMALES ONLY)**

MSI 3870: Black; polyester; military-style with button front and extended back; name tag flap with grommets on left; 2 pockets on lower front.

#### **FOOTWEAR (INITIAL ISSUE: 1 PAIR)**

MSI 2408 (Men's) or MSI 2409 (Women's) Chukka Boots: Black; flexible side leather, leather quarter and vamp lined; 3 eyelets; top line English bound; anti-bacterial leather-lined cushioned insole and arch; vibram glued-down sole.

**NOTE:** MSI is preferred vendor; however, employees may purchase boots at their own expense from outside vendors provided the boots are black with a smooth shiny finish (no patent leather), laced, heel not to exceed 12 inches when measured from bottom of heel to top of sole at back of boot. May have nylon side vents.

**OR**

MSI 2410 (Men's) or MSI 2412 (Women's) Shoes: Black; flexible side leather; leather quarter and vamp lined; 4 eyelets; top line English bound; anti-bacterial leather-lined cushioned insole and arch.

**NOTE:** MSI is preferred vendor; however, employees may purchase shoes at own expense from outside vendors provided the shoes are black oxford style laced shoes with smooth, shiny finish (no patent leather).

#### **SOCKS/HOSIERY**

Personal socks/hosiery are acceptable, but must complement the uniform if visible (e.g., black); if a medical condition exists requiring white socks/hosiery to be worn, socks/hosiery which complement the uniform (e.g., black) must be worn on top if visible.

#### **\*WINTER CAP (INITIAL ISSUE: 1)**

Black watch cap; 1 inch x 1 inch rib - 2 cardigan throughout using .54 inches of yard per stitch, except the bottom and top welt, which is to be .45 inches of yard per stitch, commencing with a knitted welt; Department patch in center.

#### **\*SUMMER CAP (INITIAL ISSUE: 1)**

MSI 3902: Black baseball-style cap; Department seal embroidered on center front.

#### **TIE (INITIAL ISSUE: 1)**

MSI 0738 (to be phased out by attrition); 0751: Black clip-on.

**NOTE:** Only required to be worn on assignments that have public contact; not required to be worn under unusual circumstances (e.g., heat alert), as determined by the Warden or FOA Regional Administrator/designee.

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## ATTACHMENT A - continued

### CORRECTIONS OFFICERS

#### **TIE BAR**

Only Department issued tie bars may be worn.

**NOTE:** This item is required when a tie is worn.

#### **\*WINTER GLOVES**

Only Department issued black gloves.

#### **NAME TAGS**

MSI 3803(to be phased out by attrition); V-400 series: 3 x 3/4 inches with white lettering on black for status officers, on red for officers during on-the-job training (OJT) and on green for probationary officers. Name tags must be worn on right shirt pocket.

#### **\*UTILITY BELT**

MSI 2496(to be phased out by attrition); 2586: Black; 2 inches in width with 2-inch plain black buckle.

**NOTE:** Although MSI is approved vendor, employee may purchase comparable item at own expense.

#### **POUCH-CPR**

MSI 2592-V or 2593-H: Durable heavyweight nylon with "Velcro" closure on flap; inner-pocket to hold gloves and wipe. May order securing strap for the back of the pouch to attach to either a medical uniform or utility belt.

#### **\*POUCH-HANDCUFF**

MSI 2590: Heavyweight cordova nylon with expandable pocket and securing strap on back to slide on a belt.

**NOTE:** This item is required when cuffs are carried.

#### **\*HOLDER-MINI FLASHLIGHT**

MSI 2594: Mini flashlight (AA battery) and webbed holder which attaches to belt.

**NOTE:** Although MSI is approved vendor, employee may purchase comparable item at own expense.

#### **\*KEY HOLDER**

Black leather; plain; up to 4 inches in diameter.

**NOTE:** Only purchased at the employee's expense.

### **MATERNITY CLOTHING**

#### **\*SHIRTS (ISSUE: 4 - EMPLOYEE MAY CHOOSE SHORT OR LONG SLEEVE)**

MSI 0718, 0719: Gray; maternity style; full length button front; 2 outside breast pockets with functional scalloped flaps; leaf and stand collar; button-through shoulder tabs; Department patch on the top of left sleeve; double yoke on back. A United States flag patch shall be centered one inch from the top seam of right sleeve with the union on the left and the stripes on the right; however, employees who are unable to wear a flag due to their religious beliefs are exempt from this requirement.

#### **\*PANTS (ISSUE: 4)**

MSI 0728: Black; elastic waist and front panel; 2 rear pockets; tab/button closure on left rear pocket.

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## **ATTACHMENT A - continued**

### **CORRECTIONS OFFICERS**

#### **INCLEMENT WEATHER CLOTHING - RAIN GEAR**

##### **\*BLACK RUBBER BUCKLE RAIN BOOTS**

##### **\*RAINCOAT**

MSI 0780: Black full length raincoat with "Corrections" printed in white across back shoulders; lightweight nylon with DWR urethane backing; 2 side slide-through pockets; attached hood concealed in collar.

**OR**

##### **\*RAINSUIT JACKET**

MSI 0788: Black fingertip length with "Corrections" printed in white across back shoulders; 2 front patch pockets; full-zippered front; attached hood concealed in collar; Department patch on the top of left sleeve.

**AND**

##### **\*RAINSUIT PANTS**

MSI 0786: Black; pullover-style with elastic waist and elastic ankles with zippers; 2 cargo-style pockets on the outer leg.

**NOTE:** For employees who choose the rainsuit jacket as a summer jacket, an additional rainsuit jacket will not be provided as part of the inclement weather clothing.

#### **INCLEMENT WEATHER - WINTER GEAR**

##### **\*BLACK LACE-UP WINTER BOOTS**

Not to exceed 14 inches as measured from the heel to the top of the boot. The heel is not to exceed 12 inches when measured from bottom of heel to top of sole at back of boot.

##### **\*BIB COVERALLS**

MSI R210: Black taslon nylon with waterproof membrane and THL 200 Thinsulate lining with 70 denier taslon nylon cover; full length front zipper; full leg zippers; snap sides; full elastic shoulder straps; elastic waist in back.



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## ATTACHMENT B

### INSPECTORS, CAPTAINS, LIEUTENANTS AND SERGEANTS

#### UNIFORM

Inspectors, captains, lieutenants and sergeants shall wear the uniform identified in Attachment A for corrections officers if required by the Warden or FOA Regional Administrator; however, in CFA, a tie must be worn except under unusual circumstances (e.g., heat alert), as determined by the Warden or FOA Regional Administrator/designee. If a uniform is required, rank insignia shall be worn as follows:

#### SHIRT COLLAR INSIGNIA

**Inspector** - one gold oak leaf centered on each collar point with stem facing outside shoulder seam one inch from the lower edge of the collar with the center line of the insignia parallel to the lower edge of collar.

**Captain** - two silver bars centered on each collar point one inch from the lower edge of the collar with the center line of the insignia parallel to the lower edge of the collar.

**Lieutenant** - one silver bar centered on both collar points one inch from the lower edge of the collar with the center line of the insignia parallel to the lower edge of the collar.

**Sergeant** - three silver chevrons centered on both collar points one inch from the collar point with the center line on the insignia dissecting the point of the collar.

#### JACKET SHOULDER INSIGNIA

**Inspector** - one gold oak leaf centered one inch from the edge of each epaulet with the stem facing the outside shoulder seam.

**Captain** - two silver bars centered one inch from the edge of each epaulet parallel to the epaulet seam.

**Lieutenant** - one silver bar centered one inch from the edge of each epaulet parallel to the epaulet seam.

**Sergeant** - three silver chevrons centered one inch from the edge of each epaulet parallel to the epaulet seam, pointing toward the collar.

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## ATTACHMENT C

### CFA TRANSPORTATION STAFF

#### UNIFORM

CFA staff regularly assigned to a transportation position shall wear the uniform identified in Attachment A for corrections officers, except as set forth in this attachment; however, items identified by an asterisk (\*) may be worn at employee's choice. CFA captains, lieutenants, sergeants, and inspectors regularly assigned to a transportation position also shall wear rank ties and insignia as set forth in Attachment B.

#### **SHIRT (INITIAL ISSUE: 6)**

MSI E0740 (Men's), MSI E0724 (Women's): Charcoal grey; long sleeves, features 2 cargo pockets and military style roll-up sleeves. Staff name is to be embroidered directly above the right pocket flap and the word "TRANSPORTATION" embroidered directly above the left pocket flap; Department patch on the top of left sleeve. A United States flag patch shall be centered one inch from the top seam of right sleeve with stripes on the left and the union on the right ("reverse flag"); however, until November 1, 2007, staff may continue to wear a previously purchased/issued flag patch which has the union on the left. Employees who are unable to wear a flag due to their religious beliefs are not required to wear a flag patch.

#### **PANTS (INITIAL ISSUE: 6)**

MSI T0742: Charcoal grey; BDU features double knees, double seat and drawstring at the ankles.

#### **BOOTS (INITIAL ISSUE: 1 PAIR)**

Black laced boot; 8" in height; treaded soles; smooth leather or leather and nylon construction (no patent leather); heel not to exceed 12 inches when measured from bottom of heel to top of sole at back of boot.

**NOTE:** MSI is preferred vendor when boot becomes available from MSI. When available from MSI, employees may continue to purchase boots at own expense from outside vendors provided the boots are smooth leather or leather and nylon construction (no patent leather) and heel does not exceed 12 inches when measured from bottom of heel to top of sole at back of boot.

#### MATERNITY CLOTHING

#### **\*SHIRTS (ISSUE: 4)**

MSI T0719: Charcoal grey; long sleeves, features 2 cargo pockets and military style roll-up sleeves. Staff name is to be embroidered directly above the right pocket flap and the word "TRANSPORTATION" embroidered directly above the left pocket flap; Department patch on the top of left sleeve. A United States flag patch shall be centered one inch from the top seam of right sleeve with the union on the left and the stripes on the right; however, employees who are unable to wear a flag due to their religious beliefs are exempt from this requirement.

#### **\*PANTS (ISSUE: 4)**

MSI T0728: Charcoal grey; BDU features double knees, double seat and drawstring at the ankles.

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## ATTACHMENT D

### PUBLIC WORKS SUPERVISORS

The following clothing items constitute a uniform and shall be worn by each CFA public works supervisor while on duty, except that items identified by an asterisk (\*) may be worn at employee's choice. FOA public works supervisors shall wear the corrections officer uniform as set forth on Attachment A. An item is not required to be worn by an employee who has been authorized to wear an alternate item pursuant to PD 02.06.101 "Employees and Job Applicants with Disabilities".

An employee may choose to wear a United States flag patch approved by the Director or designee on a jacket, coat, and/or sweater issued to the employee for his/her regular assignment; however, the patch must be purchased at the employee's expense and worn in the same manner as set forth in this attachment for shirts.

#### **SHIRT (INITIAL ISSUE: 6)**

MSI 0720(Men's short sleeve), 0721(Men's long sleeve), 0723(Women's short sleeve), 0724(Women's long sleeve): Khaki; poly-cotton; full length button front; 2 breast pockets with scalloped flaps; leaf and stand collar; double yoke backs; Department patch on the top of left sleeve. A United States flag patch shall be centered one inch from the top seam of right sleeve with the stripes on the left and the union on the right ("reverse flag"); however, until November 1, 2007, staff may continue to wear a previously purchased/issued flag patch which has the union on the left. Employees who are unable to wear a flag due to their religious beliefs are not required to wear a flag patch.

#### **PANTS (INITIAL ISSUE: 6)**

MSI 0742: Brown fatigue/BDU style; poly-cotton material; 2 slash pockets at waist; 2 cargo pockets with flaps and snap closures on front; 2 patch pockets with flaps and snaps on back; strings on hem for blouse.

**OR**

MSI 0471: Brown; poly-cotton; slash front pockets; welt-inset back pocket; button closure on left rear pocket.

**OR**

MSI 0472: Brown; poly-cotton; jean-style front pocket; rear patch pocket.

#### **\*OUTERWEAR/FOOTWEAR**

The Warden shall ensure appropriate outerwear and footwear are authorized and issued in accordance with the appropriate collective bargaining unit agreement. Authorization to wear outerwear and footwear shall be based upon specific job assignment(s), weather conditions and other relevant factors. Outerwear shall be brown with a Department patch on the top of left sleeve of jackets and on front left side of bib coveralls.

### **MATERNITY CLOTHING**

#### **\*SHIRTS (ISSUE: 4 - EMPLOYEE MAY CHOOSE SHORT OR LONG SLEEVE)**

MSI 0718; 0719: Khaki; maternity style; full length button front; 2 outside breast pockets with functional scalloped flaps; leaf and stand collar; button-through shoulder tabs; Department patch on the top of left sleeve; double yoke on back. A United States flag patch shall be centered one inch from the top seam of right sleeve with the union on the left and the stripes on the right; however, employees who are unable to wear a flag due to their religious beliefs are exempt from this requirement.

#### **\*PANTS (ISSUE: 4)**

MSI 0742: Brown; fatigue/BDU style; maternity style; poly-cotton material; 2 slash pockets at waist; 2 cargo pockets with flaps and snap closures on front; 2 patch pockets with flaps and snaps on back; strings on hem for blouse.

**OR**

MSI 0728: Brown; elastic waist and front panel; two rear pockets; tab/button closure on left rear pocket.

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## ATTACHMENT E

### OTHER STAFF (EXCLUDING HEALTH CARE)

The following clothing items constitute a uniform and shall be worn by each employee in the identified position while on duty, except that items identified by an asterisk (\*) may be worn at employee's choice. However, an item is not required to be worn by an employee who has been authorized to wear an alternate item pursuant to PD 02.06.101 "Employees and Job Applicants with Disabilities".

An employee may choose to wear a United States flag patch approved by the Director or designee on a jacket, coat, and/or sweater issued to the employee for his/her regular assignment; however, the patch must be purchased at the employee's expense and worn in the same manner as set forth in this attachment for shirts.

### FARM SUPERVISORS AND INDUSTRY SUPERVISORS

**NOTE:** Employees who request these items shall be required to wear them.

#### **\*SHIRTS**

MSI 0743 (short sleeve) or MSI 0744 (long sleeve): Khaki; poly-cotton; 2 outside breast pockets with scalloped flaps; Department patch on the top of left sleeve. A United States flag patch shall be centered one inch from the top seam of right sleeve with the stripes on the left and the union on the right ("reverse flag"); however, until November 1, 2007, staff may continue to wear a previously purchased/issued flag patch which has the union on the left. Employees who are unable to wear a flag due to their religious beliefs are not required to wear a flag patch.

#### **\*PANTS**

MSI 0742: Brown fatigue/BDU style; poly-cotton material; 2 slash pockets at waist; 2 cargo pockets with flaps and button closures on front; 2 patch pockets with flaps and snaps on back.

**OR**

MSI 0471: Brown; poly-cotton; slash front pockets; welt-inset back pocket; button closure on left rear pocket.

**OR**

MSI 0472: Brown; poly-cotton; tactical style; 6 pockets; side and back pocket have concealed snap closures.

#### **\*OUTERWEAR/FOOTWEAR**

The Warden shall ensure appropriate outerwear and footwear are authorized and issued in accordance with the appropriate collective bargaining unit agreement. Authorization to wear outerwear and footwear shall be based upon specific job assignment(s), weather conditions, and other relevant factors. Outerwear shall be brown with a Department patch on the top of left sleeve of jackets and on front left side of bib coveralls.

### MAIL ROOM, RECORD OFFICE, DATA PROCESSING EMPLOYEES, FINGERPRINT TECHNICIANS:

#### **\*SMOCK (INITIAL ISSUE: 2)**

MSI 0163; 0164: Light blue; either 30 or 42 inch long.

### FOODSERVICE SUPERVISORS:

#### **PANTS (INITIAL ISSUE: 5)**

MSI 0725; 0727: Black; two straight-cut hip pockets; plain front; two top-stitched pockets; no pleats or elastic waist; no "peg" on the leg or baggy seat; tab/button closure on left rear pocket.

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## ATTACHMENT E - continued

### OTHER STAFF (EXCLUDING HEALTH CARE)

#### **SHIRT (INITIAL ISSUE: 5)**

White with a Department patch on the top of left sleeve. A United States flag patch shall be centered one inch from the top seam of right sleeve with the stripes on the left and the union on the right ("reverse flag"); however, until November 1, 2007, staff may continue to wear a previously purchased/issued flag patch which has the union on the left. Employees who are unable to wear a flag due to their religious beliefs are not required to wear a flag patch.

#### **\*FOODSERVICE COAT (INITIAL ISSUE: 5)**

MSI 0164: Light blue, permanent press, 3/4 length with breast pocket and lower patch pockets.

#### **SHOES (INITIAL ISSUE: 1 PAIR)**

MSI 2410 (Men's)/MSI 2412 (Women's) Shoes: Flexible side leather; leather quarter and vamp lined; 4 eyelets; top line English bound; anti-bacterial leather-lined cushioned insole and arch.

**NOTE:** MSI is preferred vendor; however, employees may purchase shoes at own expense from outside vendors provided the shoes are black oxford style lace-up shoes with smooth, shiny finish (no patent leather).

#### **\*TIE (INITIAL ISSUE: 2)**

MSI 0738 (to be phased out by attrition); 0751:Black clip-on.

#### **\*TIE BAR**

Only Department issued tie bars may be worn.

**NOTE:** This item is required when a tie is worn.

#### **\*SWEATER (INITIAL ISSUE: 2)**

Black; zipper front style; wool or acrylic; non-rib/plain construction throughout with a straight body and set-in sleeves; durable cloth patches to reinforce shoulders and elbows; cuffs and waistband to be approximately four inches wide; Department patch on the top of left sleeve.

**OR**

Black pullover style; wool or acrylic; 2 inch x 2 inch rib construction throughout; v-neck with a straight body and set-in sleeves; durable cloth patches to reinforce shoulders and elbows; body and sleeve welts shall be knit with a non-raveling edge; Department patch on the top of left sleeve.

#### **\*WINTER JACKET (INITIAL ISSUE: 1)**

MSI R702: Black; fingertip length; removable taslon nylon hood with waterproof membrane and THL 200 weight Thinsulate lining with a 70 denier nylon liner; 26-inch heavy-duty 2-way molded plastic zipper with inside storm flap; 12-inch side zippers with tabs; knit cuffs and epaulets; inner drawstring; two inside breast pockets; two outside breast pockets; two double hand warmer pockets at the hip; Department patch on the top of left sleeve; silver buttons on epaulets and pocket flaps.

**OR**

MSI R712: Black; waist length with taslon nylon removable hood, with waterproof membrane and THL 200 weight Thinsulate lining with 70 denier nylon liner; 22-inch heavy duty molded plastic front zipper with inside storm flap; knit cuffs and epaulets; two inside breast pockets; two outer pockets; inset pockets at waist; Department patch on the top of left sleeve; silver buttons on epaulets and pocket flaps.

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**ATTACHMENT E - continued**

**OTHER STAFF (EXCLUDING HEALTH CARE)**

**MATERNITY CLOTHING**

**\*SHIRTS (ISSUE: 5 - EMPLOYEE MAY CHOOSE EITHER LONG OR SHORT SLEEVE)**

MSI 0718, 0719: White; maternity style; full length button front; two (2) outside breast pockets with functional scalloped flaps; leaf and stand collar; button-through shoulder tabs; Department patch on the top of left sleeve; double yoke on back. A United States flag patch shall be centered one inch from the top seam of right sleeve with the stripes on the left and the union on the right ("reverse flag"); however, until November 1, 2007, staff may continue to wear a previously purchased/issued flag patch which has the union on the left. Employees who are unable to wear a flag due to their religious beliefs are not required to wear a flag patch.

**\*PANTS (ISSUE: 5)**

MSI 0728: Black; elastic waist and front panel; two rear pockets; tab/button closure on left rear pocket.

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## **ATTACHMENT F**

### **HEALTH CARE STAFF**

The following clothing items constitute a uniform and shall be worn by health care staff in the identified positions who have direct contact with prisoners in the performance of their duties, except that items identified by an asterisk (\*) may be worn at employee's choice. An item is not required to be worn by an employee who has been authorized to wear an alternate item pursuant to PD 02.06.101 "Employees and Job Applicants with Disabilities". The number of items issued to each employee shall be in compliance with that employee's collective bargaining unit agreement or, for those who are not exclusively represented by a collective bargaining unit or whose collective bargaining unit agreement does not address uniforms, as determined by the BHCS Regional Health Administrator or Administrator of the Jackson Medical Complex.

If an employee chooses to purchase and be reimbursed for an item pursuant to a collective bargaining unit agreement, s/he shall not be issued the same item at Department expense. The maximum amount of reimbursement for any item shall be in compliance with the applicable collective bargaining unit agreement.

An employee may choose to wear a United States flag patch approved by the Director or designee on a jacket, coat, and/or sweater issued to the employee for his/her regular assignment; however, the patch must be purchased at the employee's expense. If worn, the patch must be centered one inch from the top seam of right sleeve with the stripes on the left and the union on the right ("reverse flag"); however, until November 1, 2007, staff may continue to wear a flag patch previously purchased pursuant to this policy which has the union on the left.

#### **X-RAY TECHNICIAN AND LABORATORY TECHNICIAN**

White technician's jacket (MSI 0112), white lab coat (MSI 0160) or surgical scrubs.

**NOTE:** Although MSI is the approved vendor, an employee may purchase a comparable item at his/her own expense.

#### **REGISTERED NURSE AND LICENSED PRACTICAL NURSE**

Surgical scrubs or pant-style nursing uniform, and white shoes.

#### **CORRECTIONS MEDICAL AIDE AND CORRECTIONS MEDICAL UNIT OFFICER**

Pant-style nursing uniform or surgical scrubs.

#### **DENTAL AIDE**

Surgical scrubs or pant-style nursing uniform, and white shoes.

\*White technician's jacket (MSI 0112) or white physician's coat (MSI 0162).

**NOTE:** Although MSI is the approved vendor, an employee may purchase a comparable item at his/her own expense.

#### **DENTAL HYGIENIST**

Pant-style nursing uniform or surgical scrubs.